

CHARTER INTERAGENCY FIRE PROGRAM MANAGEMENT IMPLEMENTATION TEAM

AUTHORITY

The Interagency Fire Program Management Implementation Team is established under the authority of the Federal Fire Training Task Group (FFTTG).

MISSION

This Implementation Team has been tasked to develop and clearly communicate to the field an implementation plan for the Interagency Fire Program Management Qualifications Standards and Guide by October 1, 2004. This work will be done on an interagency basis with representation from all levels of the fire and human resources community.

OBJECTIVES

The Federal Fire Training Task Group has outlined a set of objectives to be accomplished as part of the implementation plan. These objectives include:

- Establish protocols for a permanent (standing) group for the Supplemental Qualification Standard for the GS- 401 Fire Management Specialist.
- Establish clear procedures for Human Resources personnel on the application of the Supplemental Qualification Standard for the GS-401 Fire Management Specialist and the “specialized experience” components of the IFPM Guide, and procedures for reviewing courses to determine if they meet the intent of the GS-401 Supplemental Qualification Standards.
- Determine positions affected by IFPM and establish procedures for reviewing incumbents to determine if they meet the IFPM Guide.
- Develop a standard agreement template for encumbered positions and those hired as technicians with non-competitive upgrade to professional series.
- Establish protocols for a standing committee to review incumbents not meeting the Supplemental Qualification Standards (GS-401).
- Develop guidance for applying the complexity analysis from the IFPM Guide to ensure compliance with Fire Program Analysis (FPA).
- Review jointly approved agency specific PD’s to determine how they fit the 14 key positions of the IFPM Qualifications Standards and Guide.
- Develop and implement a communications plan to ensure fire management and human resources personnel in the field are well apprised of the implementation activities.
- Establish procedures for revision and updates of the IFPM Guide.

ORGANIZATION

Membership will include representatives from the local, regional, national and departmental level in either fire and/or human resources from the following agencies and departments:

USDA – Forest Service, Fire and Aviation Management
DOI – Bureau of Indian Affairs
DOI – Bureau of Land Management
DOI – Fish and Wildlife Service
DOI – National Park Service
Department of the Interior
Department of Agriculture

Several other individuals from the interagency community (human resources and fire) will serve as advisors to the Implementation Team as needed.

IMPLEMENTATION TEAM AUTHORITIES AND RESPONSIBILITIES

The Implementation Team has the following authorities and responsibilities:

Ad hoc Groups - The Implementation Team may form ad hoc groups as needed to deal with specific tasks or long-term issues. The ad hoc groups will each have a Leader who usually works in the subject area. Members assigned will generally be subject matter experts. The ad hoc group will provide policy or operational recommendations to the Implementation Team.

Resolve issues - If the Implementation Team is unable to resolve an issue, then it may be elevated with an issue statement and recommendations to the FFTTG.

Quorum/Consensus - Eight (8) members shall constitute a quorum for consensus purposes. If consensus cannot be reached, the alternative positions will be presented to the FFTTG for final decision.

Elect a chair and vice-chair that will serve two-year terms. The chair and vice-chair may not serve consecutive terms.

IMPLEMENTATION TEAM CHAIR AUTHORITIES AND RESPONSIBILITIES

The Implementation Team chair has the following authorities and responsibilities:

Is authorized to convene meetings and schedule agenda items. Keeps membership advised to meeting dates and locations.

Serves as a clearinghouse for progress reports, recommendations, and committee activities; maintains records and distribution of meeting notes.

Ensures the Implementation Team is properly represented when presenting recommendations to FFTTG and in contacts with other organizations and individuals as necessary.

Provides information on a regular basis to the FFTTG.

VICE CHAIR AUTHORITY AND RESPONSIBILITY

The Vice Chair has the following authority and responsibility:

In the absence of the Chair, the Vice Chair will assume the duties of the chair.

MEETINGS AND REPORTS

Meetings – Meetings will be held on a regular basis to identify significant issues and develop action plans. Meetings will be scheduled and agendas provided in advance to the members. Meeting locations and times will be established as early in advance as possible. Individuals from outside the Implementation Team, having needed expertise, will be asked to participate when appropriate.

Reports – Reports and recommendations will be appropriately published after being reviewed by the Implementation Team and FFTTG.

APPROVAL

This charter is effective as of the date of approval by FFTTG with a sunset date of October 1, 2009. This charter may be revised upon recommendations of a majority of the Implementation Team members and with the concurrence of the FFTTG.

Approved: _____ Date: _____
Chair, Federal Fire Training Task Group